

PROFESSIONAL MANAGER CERTIFICATION (FAQs)

On 1 January 2011, CCAF launched the new Professional Manager Certification (PMC) Program for enlisted Airmen.

The PMC is a professional credential awarded by CCAF to formally recognize a senior NCO's professional accomplishments and advanced level of education and experience in leadership and management. The program provides a structured professional development track that supplements Enlisted Professional Military Education (EPME) and the Career Field Education and Training Plan (CFETP).

As with any new program, several questions will arise. We offer the following questions and answers on the program.

Q: How does this credential benefit me?

A: Certification is a critical element of professional development. Award of the PMC validates that the recipient completed a set of "professional management" standards and requirements in both the academic and practical experience arenas. Award of the PMC provides the recipient a formal document that packages and quantifies academic and experience accomplishments which reflect an advanced level of "professional management" knowledge and experience. The PMC can serve as an incentive or stretch goal for NCOs to broaden their professional development and academic accomplishments. It is tangible evidence that the recipient has achieved a defined level of professional management knowledge and experience that may be valued by military and civilian employers.

Q: Can an Airman who has separated or retired from the Air Force be eligible for the PMC?

A: No. Once an Airman retires, separates, or is commissioned, he/she is no longer eligible for the PMC.

Q: If an Airman submits his/her PMC package, and his/her retirement date occurs before the PMC is awarded, will the Airman be ineligible?

A: No. However, if the PMC package is received and all program requirements are met prior to the retirement/separation date, the Airman is still eligible and the package will be processed.

Q: Is the PMC limited to SNCOs?

A: Not necessarily. Any enlisted Airman who completes all levels of EPME and other program requirements may be nominated and awarded the PMC.

Q: Is an Airman from another Service of the US Armed Services or foreign military eligible for the PMC?

A: No. The PMC is offered only to US Air Force enlisted Airmen only.

Q: What are “equivalent” EPME courses? Can you give me some examples?

A: Equivalent EPME courses are correspondence or distant learning courses (DL) and other-service or international PME courses that satisfy requirements for personnel actions, i.e. senior-rater endorsement, promotion, etc. Examples are the Army, Navy, and Coast Guard senior enlisted academies and the Canadian senior enlisted course. Note: American Council on Education (ACE) credit recommendations for other-service PME may apply toward the 30 semester hour (SH) requirement.

Q: DL EPME courses may have lower CCAF credit values than the resident EPME courses; how does this impact completing PMC requirements?

A: Airmen must complete all levels of EPME (ALS, NCOA, and SNCOA) via in-residence or correspondence or their equivalent. However, the amount of CCAF credit earned for the course varies, depending on course version completed.

The PMC program requires completion of 30 SH of leadership/management coursework with at least 6 of the 30 SH from an accredited civilian institution or exam credit (CLEP/DSST/Excelsior). The leadership/management courses must emphasize the fundamentals of leadership and/or management of human resources (i.e. Principles of Management, Personnel Management, Human Resource Management, Principles of Supervision, or Organizational Behavior). If an Airman has not completed enough hours through EPME or equivalent, he/she must fulfill the remaining hours through acceptable civilian courses or exam credit.

Example: If an Airman completed the DL versions of ALS (6 SH), NCOA (8 SH) and the Web-based SNCOA (4 SH), he/she would have earned 18 SH. In this case, the Airman would need to complete 12 SH of acceptable civilian courses or exam credit to complete the total 30 SH requirement

Q: Is the Senior Enlisted Joint Professional Military Education (SEJPME) course acceptable?

A: The Senior Enlisted Joint Professional Military Education (SEJPME) course does not satisfy AF SNCOA requirements. However, a recent American Council on Education (ACE) evaluation for SEJPME recommends 3 semester hours of management.

Due to ACE not being an accredited college, and does not award credit, the credit cannot be applied towards the PMC 6 semester hour civilian college requirement. However, the credit can be used to fulfill the remaining semester hour requirement with the following conditions:

1. Application of SEJPME course towards the PMC Program is only applicable to those Airmen who completed the SEJPME course after 30 April 2013 and within the effective date of the ACE evaluation. We cannot apply credit for the SEJPME course prior to 1 May 2013 because the evaluation was not in effect prior to this date.
2. The CCAF Credentialing Programs Branch will need a copy of the ACE transcript. A copy of the course completion certificate/diploma is not acceptable.
3. The SEJPME course will not satisfy the 6 semester hour requirement for civilian college/testing credit (CLEP/DSST/Excelsior) coursework because the Joint Forces Staff College is not an accredited civilian college or university.

4. Completion of the SEJPME course does not satisfy the SNCOA completion requirement (in-residence or correspondence). Completion of SNCOA (in-residence or correspondence) is still required.
5. The SEJPME course applies ONLY to the PMC Program. The course does not satisfy Air Force enlisted PME requirements.
6. CCAF does not award academic credit for the SEJPME course taken through the Joint Forces Staff College, National Defense University. The Joint Forces Staff College is not a CCAF affiliated school and the teaching institution does not award collegiate credit for the SEJPME course or offer a transcript for course completion. This course is also not transferable to a CCAF student record.

Q: How does an Airman meet the 30 semester hours of leadership/management coursework requirement?

- A: The PMC Program requires 30 semester hours of leadership/management coursework. All CCAF credit earned for completed EPME courses are applied. However, of the 30 semester hours, 6 semester hours must be completed by acceptable leadership/management coursework from an accredited civilian college or university or by testing credit (CLEP/DSST/Excelsior).

Civilian courses must emphasize the fundamentals of leadership and/or management of human resources. Examples:

- Principles of Management
- Personnel Management
- Human Resource Management
- Principles of Supervision
- Organizational Behavior

Q: How does an Airman determine if his/her civilian leadership/management courses are acceptable towards the PMC Program?

- A: The PMC Course Conversion Table (PMC/CCT) is available to research civilian courses that are acceptable towards the PMC Program. To determine which civilian courses are acceptable, log on to the AF portal <https://www.my.af.mil> and go to Air Force Virtual Education Center (AFVEC) <https://www.my.af.mil/afvecprod/afvec/Home.aspx>. On the right side, select "CCAF View Progress Report, select "I Agree" to the consent message, then the CCAF Online Student Services page will appear. On the bottom of the page, select "Professional Manager Certification-Eligible Courses" to search for civilian college courses that have been evaluated for acceptability. However, not all courses will be reflected as courses are evaluated and populated in the system on a daily basis.

<https://www.my.af.mil/afvecprod/afvec/Home.aspx>

Q: How does an Airman determine how many CCAF credits have been earned through completed EPME?

- A: Credit earned for EPME and other CCAF courses reflected on member's CCAF record can be determined by logging on to the AF portal <https://www.my.af.mil> and go to Air Force Virtual Education Center (AFVEC) <https://www.my.af.mil/afvecprod/afvec/Home.aspx>. On the right side, select "CCAF View Progress Report, select "I Agree" to the consent message, then the CCAF Online Student Services page

will appear. Select the degree title link. All courses on the member's CCAF record will appear. All EPME credit earned is reflected on this resource.

Q: Can any of the PMC Program requirements be waived?

A: No. CCAF does not have a waiver policy for CCAF-awarded credentialing programs. Airmen must successfully complete all published PMC Program requirements. Waiver requests or exception to policies will not be accepted and/or approved.

Q: What documentation must be submitted for an Airman to be nominated for the PMC?

A: All PMC nomination packages must include:

1. A copy of the civilian college transcript and/or CLEP/DSST exam score reports reflecting successful completion of acceptable leadership/management courses. The college transcripts and CLEP/DSST exam score reports do not have to be official copies, but must include the members name, the course taken, credits received and the grade received.
2. Signed Letter of Recommendation. Letter of Recommendation must be signed by the unit commander or commandant.
3. CCAF does not need a copy of:
 - MPF records
 - DVB/Biography
 - EPR's
 - Awards/Decorations
 - CCAF transcripts
 - Diplomas

Q: How is an Airman nominated for the PMC?

A: Airmen are formally recommended for certification by their unit commander or commandant. A sample Letter of Recommendation is available for download on CCAF's website at

<https://www.my.af.mil/gcss-af/USAF/ep/contentView.do?contentType=EDITORIAL&contentId=c88B4F00B41D2F51E01420946721B0912&programId=t88B4F00B41D2F51E01420943DB3F0911&channelPageId=s6925EC13447C0FB5E044080020E329A9>

Note: Eligible Airmen **do not** process the request for award of the PMC through the Education Services Office (ESO). The PMC nomination package is submitted directly from the Airman to the CCAF Credentialing Programs flight.

Q: Once the PMC Letter of Recommendation is signed by the unit commander or commandant, who is it submitted to?

A: The completed and signed Letter of Recommendation can be scanned and e-mailed to ccaf.deal@us.af.mil or mailed to:

Community College of the Air Force
Credentialing Programs
100 South Turner Blvd
Maxwell-Gunter AFB, AL 36114-3011

Q: Will the PMC, once earned, require additional training or renewal?

A: The PMC is a one-time certification. There will not be a re-certification process and continuing education credits (CEU) will not be required for currency.

Q: Will the PMC be reflected on the Airman's MilPDS record, SURF or DVR?

A: The awarded PMC is reflected on the Airman's CCAF record and transcript. However, it does not automatically flow to an Airman's MilPDS record. The Airman will need to provide the base education center a copy of his/her CCAF transcript for MilPDS updating, which will update the SURF and DVR.

For additional information, contact the CCAF Credentialing Programs Flight at DSN 749-5020 or ccaf.deal@us.af.mil.

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